

57-1885/2
Steering Committee for the INSA's Strategic Planning Program

Harry H. Fitzwater
Deputy Director for Administration
7D 24 Hqs

10 September 1981

STAT

DDA REGISTRY

FILE: Committees

Deputy Director of
Central Intelligence
7D 6011 Hqs

Attached, for your information, is a memo which I recently forwarded outlining the establishment of a steering committee to assist in reviewing the activities and progress of our Information Handling Systems Architect. I believe that this mechanism will serve to keep all Directorates involved as full participants in developing the end product.

Harry
Harry E. Fitzwater

Atts

EO/DDA: [] kmg (10 Sept 81)

STAT

Distribution:

Orig RS - DDCI

1 - ER

1 - DDA Subj 1 - INSA

1 - DEA Chrono

1 - HEF Chrono

1 - JMR Chrono

Atts: DDA 81-1885, -/1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Steering Committee for the IHSA's Strategic Planning Program

FROM:

Harry E. Fitzwater
Deputy Director for Administration
7D 24 Hqs

EXTENSION

NO.

DDA 81-1885/1

DATE

10 September 1981

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Associate Deputy Director
for Administration

10-8

H

2. 7D 24 Hqs

cc to DDCI
by DDA29 September
1600ADD'S
+ ComptrollerBill Donnelly will
attend for DDOChanged to Monday
5 October 11:00-12:00

DDA REGISTRY

FILE: committees

DDA 81-1885/1

10 September 1981

MEMORANDUM FOR: Associate Deputy Director for Administration
Deputy Director, National Foreign
Assessment Center
Associate Deputy Director for Operations
Associate Deputy Director for Science
and Technology
Comptroller

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Steering Committee for the IHSA's
Strategic Planning Program

1. As you know, we are committed to a tightly paced, one-year program to develop an Agency strategic plan for information handling systems. Achieving this objective will require the continual attention of senior management. We have identified a number of issues to be resolved and others, currently unforeseen, will doubtlessly arise. Our tight schedule will require timely responses by senior management to emergent problems to provide guidance or apply additional resources as may be required. (C)

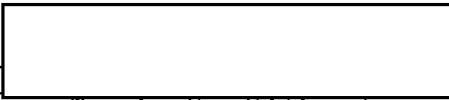
2. In view of these considerations, I am asking that the Associate Deputy Directors and the Comptroller comprise a steering committee to review the Information Handling Systems Architect's (IHSA) strategic planning efforts. I have asked Bill Hart to serve as chairman of this committee. The committee will meet monthly with the IHSA, on an informal basis, to review progress and problems. Bill will report to me on this effort, and I will be responsible for assuring that it remains on track. We will be in contact with each of you over the next several days to arrange a mutually agreeable schedule for the monthly meetings. (C)

3. Attached is a memorandum from the IHSA outlining the one-year program and identifying the issues/goals to be addressed in the first phase. He will be contacting you and/or your designated contact points in the near future to discuss personnel

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assignments to the working groups. Since our success is strongly dependent on the caliber of work these groups do, I urge you to think in terms of your senior and highly knowledgeable staff members as candidates for participation in these groups. Through the use of straw man point papers to support a compressed time requirement, the IHSA is making a major effort to minimize the time demanded of this process. I hope that this will make it possible to assign the key senior officers we need for this critical planning effort. (C)


Harry E. Fitzwater

25X1

Att

cc: IHSA

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